Performance Management

Introduction

Performance management is a process that promotes conversation and feedback between managers and employees. The performance appraisal system is a valuable tool to develop individual capacity and skill. Appalachian State University provides the AppState Careers performance management module as a tool for setting meaningful goals and evaluating employees fairly and consistently across the organization.

Policies

The performance management process is guided by two UNC System polices listed below.

- SHRA Performance Appraisal Policy
- EHRA Performance Appraisal Policy

Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Who...</th>
<th>Does What...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manager and Employee</td>
<td>create the performance plan together by setting goals for the new cycle</td>
</tr>
<tr>
<td>2</td>
<td>Second-Level Manager</td>
<td>reviews and approves the work plan</td>
</tr>
<tr>
<td>3</td>
<td>Employee</td>
<td>acknowledges the work plan</td>
</tr>
<tr>
<td>4</td>
<td>Employee</td>
<td>completes their self-appraisal</td>
</tr>
<tr>
<td>5</td>
<td>Manager</td>
<td>completes the supervisor appraisal</td>
</tr>
<tr>
<td>6</td>
<td>Second-level manager</td>
<td>reviews and approves the supervisor appraisal</td>
</tr>
<tr>
<td>7</td>
<td>Manager</td>
<td>meets with the employee for an appraisal review meeting</td>
</tr>
<tr>
<td>8</td>
<td>Employee</td>
<td>acknowledges the appraisal meeting has occurred and they received the supervisor appraisal</td>
</tr>
</tbody>
</table>

Timeline

Procedures

Managers, employees, and second-level approvers may access the performance management portal by logging in to AppState Careers with their App State username and password to complete performance plans, appraisals, and approve and acknowledges tasks.

Accessing the System

- How to find your plan in the workflow.
- How to acknowledge your probationary plan.
- Video Tutorials for EMPLOYEES
- How to attach documents to the Teacher Self-Appraisal?
- How to filter "Reviews Dashboard" by supervisor.
- How to complete a probationary plan.
- How to find your employee’s plans from previous years.
- How to find your employee’s plan in the workflow.
- How to complete a performance plan.
- How to attach documents to the Teacher Appraisal?
- Video Tutorials for MANAGERS
- My employee is under the wrong supervisor. How do I fix this?

- How to view uploaded documents from the Chair Self-Appraisal.
- How to create a Faculty Chair plan.
- How to attach a document to your self-appraisal.

Frequently Asked Questions

- Why does my employee not have a performance plan?
- Do I need to complete a performance plan for a temporary employee?
- Why does my new employee have a performance plan for a cycle before they started?
• Why does my new employee not have a probationary plan?
• Why is my new employee’s plan due on a date before they started?
• Do I have to complete an annual performance plan and probationary plan for my new employee?

• Who completes the performance plan and appraisal when an employee transfers positions?
• How is the overall performance rating calculated?
• What do I do if I disagree with my performance appraisal?
• How do I complete the appraisal if the plan still has goals from a previous position?
• An employee is leaving the University. Do I have to complete the Self Appraisal/Supervisor Appraisal?

• How do I remove a co-reviewer from the performance plan/appraisal?
• How do I add a co-reviewer?

• My employee is under the wrong supervisor. How do I fix this?

• Resource Center